



Organic Waste Smart Schools Program

GUIDELINES

Grants for organic waste reduction and resource
recovery projects at Queensland Schools

Prepared by: Waste Avoidance and Recovery Programs, Office of Resource Recovery, Department of Environment and Science

The Department of Environment and Science acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past, present and emerging.

The department is committed to respecting, protecting and promoting human rights, and our obligations under the *Human Rights Act 2019*.

© State of Queensland, 2021.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 Australia (CC BY) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit <http://creativecommons.org/licenses/by/4.0/au/deed.en>

Disclaimer

If you need to access this document in a language other than English, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Library Services on +61 7 3170 5470.

This publication can be made available in an alternative format (e.g. large print or audiotape) on request for people with vision impairment; phone +61 7 3170 5470 or email library@des.qld.gov.au.

September 2021.

Contents

| | |
|---|---|
| Overview | 1 |
| Objectives | 1 |
| Key dates | 1 |
| Eligibility | 2 |
| Who is eligible to apply? | 2 |
| Who is ineligible to apply?..... | 2 |
| What is organic waste? | 2 |
| Which projects are eligible? | 3 |
| Which projects are ineligible? | 3 |
| Funding | 3 |
| How to apply | 4 |
| Information and supporting documentation..... | 4 |
| Assessment criteria | 5 |
| Assessment process | 5 |
| Reporting and acquittal..... | 6 |
| Appeals and complaints..... | 6 |
| More information | 6 |
| Privacy statement | 6 |

Overview

On 1 July 2019, the Queensland Government released the [Waste Management and Resource Recovery Strategy](#) (the Strategy). The Strategy provides the framework for Queensland to become a zero-waste society, where waste is avoided, reused and recycled to the greatest possible extent. In order to meet the Strategy's ambitious targets, all Queenslanders must work together to reduce the amount of waste that is produced, and ultimately disposed of, through sustainable waste management practices.

An estimated 50 per cent of the contents of a household's waste bin is comprised of organic material. There are potential adverse environmental, social and economic impacts associated with poor management and disposal of organic material including:

- contamination of waterways if not well managed
- odour impacts from sites that are located close to urban and residential areas
- the contribution to greenhouse gas emissions when this material is sent to landfill.

Although organic waste is often seen as a naturally produced waste, when disposed to landfill it releases methane, a greenhouse gas with a global warming potential of at least 28 times that of carbon dioxide. Organic materials are a valuable resource that can be used for a variety of purposes, including composting or mulching, and can add nutrients back into soils.

Engaging in resource recovery and circular economy projects will provide students with an understanding of the value of organic waste and how to avoid, minimise and reuse it. This will provide insights into future career pathways in the waste, resource recovery and scientific fields and have a flow on effect to households and communities.

The \$500,000 Organic Waste Smart Schools Program (the Program) seeks to empower Queensland school aged children to become agents of long-term change to improve their school, home and community waste avoidance and resource recovery practices and understanding.

The Program is open to eligible Queensland State Schools located in Major Cities and Inner Regional Areas, as well as located in Outer Regional, Remote and Very Remote Areas.

Grants of up to \$2,500 will be available to purchase equipment to deliver organic waste avoidance and resource recovery projects that meet the Program's objectives.

The Program is an open competitive grant process, a portion of which will be made available for applications from regional and remote areas.

Applications will open on Tuesday 5 October 2021 and close on Friday 29 October 2021.

Objectives

The objectives of the Program are to:

1. improve organic waste outcomes in Queensland schools
2. improve understanding of organic waste reduction concepts in Queensland schools.

Key dates

| Date | Item |
|-----------------|---|
| 5 October 2021 | Start of Term 4: Program opens for applications |
| 29 October 2021 | Program closes for applications |
| November 2021 | Announcement of successful applications |
| 29 April 2022 | All projects completed |
| 30 May 2022 | All reporting finalised and acquitted |

Eligibility

Who is eligible to apply?

Eligible applicants under the Program include:

- **Queensland State Schools** and their affiliated Parents and Citizens (P&C) or Parents and Friends Associations (P&F).

To ensure access to funding for eligible schools located across Queensland, funding has been dedicated to three application streams as follows:

| | Eligible applicants | Funding pool |
|--------------|---|--------------|
| Stream one | Queensland State Schools and their affiliated P&C or P&F Associations located in Major Cities and Inner Regional areas | \$275,000 |
| Stream two | Queensland State Schools and their affiliated P&C or P&F Associations located in Outer Regional areas | \$150,000 |
| Stream three | Queensland State Schools and their affiliated P&C and P&F Associations located in Remote and Very Remote areas | \$75,000 |

The Department of Education Schools Directory classifies schools according to their remoteness. Applicants may confirm their school's remoteness by searching the [Schools Directory](https://schoolsdirectory.eq.edu.au) at schoolsdirectory.eq.edu.au.

Successful applicants under the Program will be ineligible to apply for subsequent funding under the Program, meaning each school will only be funded once.

Who is ineligible to apply?

The following applicants will be considered ineligible under the Program:

- × non-State Schools
- × early childhood development programs
- × applicants that have already secured funding under a Queensland Government program (including this Program) for the same organic waste related initiative
- × applicants not part of, or affiliated with, an eligible Queensland school.

What is organic waste?

Organic waste includes garden or green waste (grass clippings, tree cuttings, bark chips etc) and food waste generated from student lunches, school tuckshops, home economics classes and school events.

To better understand your school's organic waste challenge, you can conduct a student-led waste audit and undertake a survey of waste-related attitudes and behaviours as the first step to better utilise your chosen equipment. Guidance material for conducting an audit or survey will be made available on the Department of Science and Environment website

<https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants> from 5 October 2021.

Which projects are eligible?

A range of projects will be eligible to receive funding. Projects **must** include the purchase of equipment directly associated with organic waste reduction.

The list below is indicative, but not exhaustive, of the type of projects that could be supported:

- organic waste related infrastructure such as worm farms, composting systems or other organic systems
- organic waste related signage to encourage positive behaviour change
- source separation bins, specifically to increase organic recycling and reduce what goes to landfill.

Applicants are encouraged to submit applications that nominate organic waste projects which are the best fit for the existing waste or resource recovery challenge at their school. Projects must be additional or different to what is already being conducted, i.e. business as usual activities or those already funded will not be supported.

Please contact program officers to discuss eligibility or ideas if you are unsure. Contact details are provided in the **more information** section.

Which projects are ineligible?

The following projects are ineligible for funding:

- × Projects conducted by eligible Queensland schools which have already received funding.
- × Projects conducted at ineligible schools.
- × Projects that result in perverse waste outcomes e.g. the collection of general waste bins only.
- × Projects that do not involve the purchase and use of equipment.
- × Projects conducted prior to funding approval under the Program.
- × Projects which do not align with the Program's objectives.
- × Projects that do not focus on organic waste.

Funding

Applicants may nominate a funding amount to a maximum of \$2,500 (excluding GST). However, funding will only be provided for **actual project costs** equal to or less than \$2,500. For example, if a project's total cost is \$1,500, the maximum funding amount that can be sought is \$1,500. For projects over \$2,500, applicants will be required to fund remaining project costs, demonstrating an ability to source in-kind contributions in the application.

Each eligible Queensland school may only be funded once through the Program.

Conditions of funding

Upon submission of an application through the SmartyGrants portal, applicants agree to the Program's terms and conditions. Only successful applicants will be sent a copy of the Program terms and conditions with a project approval letter outlining the total grant amount awarded and reporting requirements. Funds will be paid in their entirety into the applicant's nominated bank account within 10 business days of the applicant being notified of their success.

Projects must commence within 90 calendar days during the school term of the applicant being notified of their success under the Program. If projects are unable to commence within this time due to extraordinary events, applicants must notify the program manager to discuss alternative arrangements. All projects must be completed, reported on and acquitted by 30 May 2022.

Grants may be treated as assessable income for taxation purposes and GST may also be applied. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

All grant recipients must conclude their projects and complete reporting within established timeframes. Final report and acquittal requirements are outlined in the **reporting and acquittal section**.

How to apply

Applications under the Program must be submitted through the SmartyGrants portal. Only one application per school can be funded. The portal will remain open for applications from 5 October 2021 to 29 October 2021. Applications will be assessed against the program assessment criteria within the locational funding streams.

Applicants are required to ensure the department receives the application and all supporting documentation in full by the time and date the application portal closes. **Submitting an application will not guarantee that funding will be provided.**

Late submissions are the responsibility of the applicant and the Chief Executive of the department is under no obligation to consider applications submitted or received after the Program has closed. All decisions made are at the discretion of the Chief Executive of the department and are considered final.

The link to the SmartyGrants portal is available on the Department of Science and Environment website <https://www.qld.gov.au/environment/pollution/management/waste/recovery/funding-grants>.

Setting up a SmartyGrants account is free and previous SmartyGrants users can use the same SmartyGrants account. A help guide for applicants is available <https://applicantshelp.smartygrants.com.au/help-guide-for-applicants/>.

If you experience technical difficulty creating a SmartyGrants account or completing an online form, please contact SmartyGrants on (03) 9320 6888.

Costs of preparing and submitting an application are the sole responsibility of the applicant.

Information and supporting documentation

Applicants will be required to submit an application through the SmartyGrants portal supported by the following information:

Project details

- Details of the applicant, school and nominated contact person for the application.
- The stream under which the applicant school is applying for funding.
- A summary of the proposed project including identifying the organic waste avoidance and/or resource recovery challenge the project seeks to address, a description of activities to be delivered, key project dates, anticipated project outcomes and key age groups targeted.
- Details of how the project meets the objectives of the Program.
- Consideration should also be given to the continuation of the project after funding has ceased, where relevant. Prior to submitting an application for funding, please consider whether your project needs any future financial contributions or impost of the project on teachers' time.
- Identify any potential opportunities for collaboration with other schools or the local community to leverage funding

Finances

- Total project costs.
- Total funds the applicant is contributing (for projects costs exceeding \$2,500).
- Total funds contributed by third parties, if any.

Documentation

The applicant will also be required to provide the following supporting evidence as attachments:

1. Letter of endorsement from the school's principal, on school letter head, confirming:
 - a. their support of the project including the requested funding amount
 - b. the contents of the project application (as submitted) are true and correct
 - c. the school's bank account details for grant payment, including bank account name, BSB number and account number.

A template for the letter of endorsement from the school's principal will be made available when applications open on 5 October 2021.

2. Evidence of project costs, e.g. quotes for the purchase of infrastructure.
3. Evidence to support any contributions from third parties (if required).
4. Evidence of insurance, including:
 - a. Certificate of currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
 - b. Certificate of currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).

Assessment criteria

Applications that meet the eligibility criteria will be assessed as to how well they meet the following assessment criteria:

- The project will address the organic waste avoidance and/or resource recovery challenge through an effective strategy.
- The project will deliver improved school organic waste outcomes by reducing or recycling organic waste.
- The project will result in an increased understanding of organic waste reduction and resource recovery concepts across the school or community.
- The project will effect positive behavioural change beyond the school gate.

The Director-General, Department of Environment and Science reserves the right to consider a range of factors when deciding whether a project should be funded, including ensuring that there is a spread of Program funding across multiple school types.

Given that the total funding available is limited, only projects which are assessed to meet these criteria to a high standard will be offered funding.

It is up to the applicant to ensure their application meets all assessment criteria to the best of their ability with sufficient detail to instil confidence in the proposed project.

Assessment process

Applications will be assessed according to the following process:

- All applications will be assessed on the basis of the assessment criteria by appropriately qualified assessment officers.
- After assessment, recommended projects will be submitted for approval to the Director-General who will approve eligible recommended projects for funding.
- All applicants will receive written notification of the outcome of their application:
 - Successful applicants will be sent a letter of congratulations from the Minister for the Environment and Great Barrier Reef, Minister for Science and Youth Affairs. This will be followed by a letter from the department to execute the funding with a copy of the Organic Waste Smart School Program terms and conditions.
 - Unsuccessful applicants will be notified that their project has not been approved for funding under the Program and the reason for this decision.

All funding decisions made are considered final.

Reporting and acquittal

All grant recipients will be required to complete and submit a final report and financial acquittal within 30 calendar days after the completion date of the project. Acquittal must be no later than 30 May 2022. The project will be completed and acquitted once the report from the school has been provided to the satisfaction of the department.

Within the final report recipients will:

- Outline how the project addressed the identified organic waste avoidance and/or resource recovery challenge and how it met the Program's objectives.
- Describe all outcomes stemming from the project.
- Provide evidence of the project having been conducted, including photos of infrastructure purchased and photos of students participating in the project

Within the financial acquittal recipients will:

- Provide copies of all invoices and receipts for all goods and services acquired using the grant.
- Provide a statement of expenditure itemising all purchases and costs – this document must reconcile with copies of invoices provided.

Templates for these reports will be provided in the SmartyGrants system.

Appeals and complaints

Applicants can only appeal decisions relating to the eligibility of their application. An applicant cannot appeal assessment recommendations, the decision to part fund a project, or the decision to fund another organisation or project.

If an applicant is found to be ineligible, the department will inform the applicant by written notice, including the reasons for the decision. The applicant has seven (7) days to appeal the decision from receipt of the notice.

Appeals are to be sent in writing to:

Program Manager
Office of Resource Recovery
wasteprograms@des.qld.gov.au

Note: Only Program applicants may appeal a funding decision. Members of the general public cannot appeal a funding decision.

Complaints can be made via <http://www.des.qld.gov.au/contactus/feedback-form-complaint>.

More information

For further information and enquires on the Program, please contact Waste Avoidance and Recovery Programs on (07) 3330 5164 or at wasteprograms@des.qld.gov.au.

Privacy statement

The department will collect personal information in order to assess applications for funding under the Program.

All personal information provided as part of the application, will be routinely provided to the following parties for assessing the application:

- Other Queensland Government agencies to assess your application, if required.
- Any external assessment member, if required.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for Youth Affairs, and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek consent for any uses or disclosures outside of these specific terms.

Grant applications are subject to the *Right to Information Act 2009*. Applicants wishing to access their personal information that is in the control of the department, may contact [Right to Information Services rtiservices@des.qld.gov.au](mailto:rtiservices@des.qld.gov.au). For any questions or concerns regarding the privacy of your personal information, please contact the department by email at privacy@des.qld.gov.au.